

**APPLICATION FOR HIGHWAY SAFETY MINI-GRANT**

Project Title:		
Amount Applied For: \$	Federal ID No.:	
Duration of Project (Month and Year):		
From:	To:	
Agency or Organization Requesting Grant:		
Project Manager:	Telephone:	
Title:	Fax:	
Address:		
City:	State:	Zip:
E-Mail Address:		
<i>In compliance with this application the undersigned agrees to furnish the goods and services in accordance with the actual proposal.</i>		
Signature of Project Manager		Date

Submit Completed Application to Project Director:

DMV USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> Miscellaneous Equipment | <input type="checkbox"/> PI&E - Specify Use |
| <input type="checkbox"/> Radar Equipment | <input type="checkbox"/> Training/Meeting |
| <input type="checkbox"/> Breath Testing Equipment | <input type="checkbox"/> OPG – Specify Use |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Enforcement | |

Mini-Grant Number	Amount Approved
Approval Signature of Project Director	Date
Approval Signature of CTSP Manager/Supervisor	Date
Approval Signature of TSS Assistant Commissioner	Date

APPLICATION FOR HIGHWAY SAFETY MINI-GRANT

1. PROBLEM IDENTIFICATION *(What is the highway safety problem? Include statistics if available.)*

2. PROBLEM SOLUTION *(Describe all activities funded to solve the problem.)*

3. OBJECTIVE(S) *(What will be accomplished? State in measurable and quantifiable items.)*

4. EVALUATION: *(What factors will be considered in determining the effectiveness of this project?.)*

NOTE: WRITTEN EVALUATION WILL BE REQUIRED UPON COMPLETION OF THIS PROJECT.

5. TASKS AND MILESTONES *(List each task with starting date and completion date.)*

6. LINE ITEM BUDGET *(List cost of all goods and services needed for project, i.e., I-Radar Device-\$400.)*

7. WHAT OTHER FUNDS OR RESOURCES WILL BE USED TO SUPPORT THIS PROJECT? *(Because this grant is "seed money", list other funding sources, amounts, and in-kind resources.)*

8. WHO IS THE TARGET AUDIENCE?

9. HOW WILL THIS PROJECT BE PROMOTED TO THE TARGET AUDIENCE? *(i.e., poster, newsletter, TV., radio)*

10. HOW WILL THIS PROJECT CONTINUE AFTER THE FUNDING PERIOD HAS ENDED?

11. WILL VOLUNTEERS BE USED TO IMPLEMENT THIS PROJECT? *(i.e., police, teens, civic groups.)*

12. ANY ADDITIONAL INFORMATION:

Information Needed to Complete Mini-Grant Application

Please complete the following using brief and specific information. If you need additional assistance please contact the Community Traffic Safety Program office in your DMV district. A personal computer may be use to complete questions 1-12.

1. **PROBLEM IDENTIFICATION:** What is the highway safety problem? Please show the trend by including statistics for the last three years. Example: Bicycle Fatalities have increased by _____% OR _____ number over the past three years.

 Example: Bicycle Fatalities
 1997 - 20
 1998 - 17
 1999 - 10
2. **PROBLEM SOLUTION:** What can solve this problem? Describe all activities aimed at solving the problem. Example: Conduct three training sessions for proper installation of child safety seats.
3. **OBJECTIVE:** What do you hope to accomplish? State in measurable, realistic terms. Include a time frame for completing the program. Example: To increase child safety seat usage by 10% by October 200 .
4. **EVALUATION:** How will you know if you reach your objective? What factors will be considered in determining the impact or effectiveness of this project. Example: Increase in DUI arrest or reduction in the number of child fatalities.
5. **TASKS AND MILESTONES:** What are you going to do and when? List each task and indicate starting date and completion date. Example: Coordinate event with local safety advocates - 7/30/00; Secure donations - 8/1/00; Order print materials - 8/5/00; Publicize event - 8/15/00 to 9/8/00; Hold event - 9/9/00.
6. **LINE ITEM BUDGET:** Pamphlets: \$25.00; radar: \$700.00.
7. **OTHER FUNDS OR RESOURCES:** What other resource money, goods or personnel do you have for this project. (Example: Food \$700.00 donated by Giant Foods.)
8. **TARGET AUDIENCE:** Give age group, sex, nationality. (Example: 16 - 20 yr. old, M-F, Adult Hispanic Population.)
9. **PUBLIC INFORMATION CAMPAIGN:** How will you publicize this project/program? (Example: TV, radio, brochures, posters, etc.)
10. **HOW WILL THIS PROJECT CONTINUE AFTER THE FUNDING PERIOD HAS ENDED?** Example: Henrico Fire Department will continue to check child safety seats and will seek funding for materials from private sector.
11. **VOLUNTEERS:** How will you use non-paid persons to complete the tasks? (Example: 25 teens from Granby H.S., 4 police officers and 8 members from Safe Kids Coalition.)
12. **INCLUDE OR ATTACH ANY OTHER RELATED INFORMATION.**